

ADOPTED

City of Keene
New Hampshire

COLLEGE CITY COMMITTEE
MEETING MINUTES

Monday, February 27, 2017

4:00 PM

**Mable Brown Room at
Keene State College**

Members Present:

Bart Sapeta, Co-Chair, Councilor
Darryl Masterson, Co-Chair
Phil Jones, Councilor
Bettina Chadbourne, Councilor
Chris Hrynowski
Marcia Kayser
Dottie Morris
Paula Jessup
Dick Berry
Josh Jarvis

Staff Present:

Tara Kessler, Planner
Andy Robinson, KSC Liaison

Members Not Present:

Dean Eaton
Hannah Elliott
Chris Cusack
Robin Picard
Kelly Ricaurte

1) **Call to Order**

Co-Chair Masterson called the meeting to order at 4:07 PM. Co-Chair Masterson welcomed and introduced the City Attorney and Josh Jarvis, who works in the Human Resource Department at Keene State College (KSC). Mr. Jarvis stated he learned about the College City Commission (CCC) through a colleague at KSC and expressed an interest in joining the Commission to Co-Chair Sapeta.

2) **Approval of Minutes – January 23, 2017**

Ms. Kessler stated Mr. Berry should be added to the list of members not present.

Councilor Chadbourne made a motion to approve the minutes of January 23, 2017, which was seconded by Ms. Hrynowski and carried unanimously as amended.

3) **Public Meeting Body Procedure**

The City Attorney began his presentation by explaining that the CCC has recently transitioned to become a formal Commission of the City of Keene. He continued, stating there were rules and procedures associated with a public body that this Commission needs to follow. The City Attorney stated that NH RSA 91-A, also known as the Right to Know Law addresses procedures for public bodies. A fact sheet based on NH RSA 91-A was distributed to the Committee.

The City Attorney continued, explaining that all members of the Committee, whether appointed by the Mayor or the KSC President, when joined together were considered a public body from the perspective of the law and subject to NH RSA 91-A. He explained there was a minimum 24-hour notice of meetings and notification of the meetings will be the responsibility of the City. The City Attorney explained that for all public meetings, minutes must be kept and made available to the public. He continued, explaining that the minutes would include members present, others participating and a brief description of what happened and occurred at the meeting.

The City Attorney explained that the CCC would need a quorum in order to act. He noted that the CCC consisted of 14 members and needs 8 members present for a quorum. The City Attorney explained that without a quorum members were unable to act or discuss any matters that pertained to the CCC. The City Attorney explained that making any decisions or having discussions was a violation of the statute.

He continued, explaining that all meetings must be held in a publicly known session. The City Attorney explained that members may not exchange emails amongst one another. Co-Chair Sapeta asked if meetings of the Steering Committee with Ms. Kessler along with Co-Chair Master-son to discuss the items to be placed on the agenda was permitted. The City Attorney replied that was permitted. He explained if the Steering Committee discussed a particular course of action it would be considered a violation of NH RSA 91-A. .

The City Attorney continued, explaining how it is possible to have a quorum via email exchanges. If a quorum of Commission members engage in discussion via email, it would then become a non-noticed public meeting. He noted this was also considered a violation of the statute. The City Attorney explained that email should only be used to communicate back and forth to Ms. Kessler with respect to administrative issues.

He continued, explaining that he understood the CCC would need to break into subcommittee groups for various purposes. The City Attorney stated the CCC should be cautious when subcommittees are formed. He explained that members within a subcommittee could be tasked to find out information and then report their findings to the subcommittee, or report a recommendation to the full Commission. The City Attorney stated at that point the members within the subcommittee would become an advisory committee to the CCC and subject to all of the rules and requirements of RSA 91-A.

The City Attorney continued, explaining that there were penalties for violating the statute. He stated those penalties could include action by the superior court and parties could be held liable for reasonable attorney fees and costs incurred in a lawsuit. The City Attorney stated that the process was very easy to comply with by remembering the simple rules.

He continued, explaining that anyone from the public had the right to attend a CCC meeting, take notes, record and photograph the meeting. The City Attorney noted that does not mean members from the public are permitted to participate in a meeting. He noted members from the public are able to participate in public hearings.

The City Attorney stated that when minutes are created, a governmental record was created. He noted when documents are submitted to the City Council, those documents become part of governmental record. Governmental records must be made available to the public.

He continued, explaining if there was ever a need for a nonpublic session it must be approved through Ms. Kessler in advance. The City Attorney stated he would want to be present for any nonpublic session to make sure everything was appropriate.

Councilor Chadbourne asked if the door would need to be open during a meeting. The City Attorney replied in the affirmative.

Ms. Kessler asked what would be required for note taking for subcommittee meetings. The City Attorney replied notes would need to include who attended, date, time, place, discussion, motion (if needed) and how the motion was acted upon (if needed).

The City Attorney concluded by stating the City prides itself on transparency. He continued, explaining that it is very important for the public to feel comfortable with what is going on with the public's bodies.

The Committee thanked the City Attorney for his presentation.

Co-Chair Sapeta announced that Kim Schmidl-Gagne was assigned as support staff for the College side and would have a role similar to Ms. Kessler. He stated Ms. Schmidl-Gagne was unable to attend today's meeting but he wanted to have her included in the group email going forward. Ms. Kessler reported that Ms. Schmidl-Gagne was already added to the group email.

Mr. Robinson stated that he would be stepping down as the KSC Liaison to allow Ms. Schmidl-Gagne to take over the role.

4.) Update on the Keene Fall Festival Committee 2017

In the absence of a representative from the Keene Fall Festival Committee, Co-Chair Masterson stated this topic would be moved to the next meeting.

5.) Subcommittee Reports

a) Neighborhood Revitalization-

Co-Chair Sapeta stated that this subcommittee did not have a chance to meet since the last meeting. He continued, stating this group was still in the process of gathering information on some neighborhoods around the KSC campus. Councilor Sapeta stated a subcommittee meeting would be scheduled on March 6th and his group would present their findings at the next CCC meeting.

b) Inclusiveness

Ms. Kayser thanked everyone from the subcommittee for attending the last meeting. She presented the CCC with copies of the draft report, "Building an Inclusive Community," that outlines the perceived concerns, benefits, current community resources and supports, barriers and recommendations for Keene becoming a more inclusive community. Ms. Kayser asked the CCC for their recommendations or suggestions on the draft. She noted that the subcommittee was looking to hold some workshops in the spring.

Ms. Kessler reported Heberton Hall was unavailable for the Safe Space Training in the spring due to renovations. She continued, stating that the Blastos Room at the Keene Ice building was available but there was a rental fee of \$60 per hour. Ms. Kessler reported that she was waiting to hear back if there was a half day fee for the space. The Committee agreed to look at the Keene Recreation Center as another option. Councilor Jones asked what type of set-up was required for the training. Ms. Morris replied that the group would be breaking out into smaller groups and there would need to be enough room to move the chairs and tables around to accommodate 30 people.

Ms. Morris suggested the training be held on three or four different dates in order to accommodate more people.

Councilor Chadbourne asked for additional time to read through the draft report from the subcommittee in order to think about her response. Discussion ensued on the procedure of submitting drafts amongst the CCC and what would be made public. Ms. Kessler explained everything that was presented at the meeting was now a part of the public record. A discussion ensued about what was considered private information and what was not private information.

Ms. Kessler asked if the Safe Space Training would be held in March. Ms. Kayser replied that the subcommittee at this time was suggesting a training be held in the community. Ms. Morris stated that the subcommittee still needs to identify a date and location. Co-Chair Sapeta suggested the CCC recommend a Safe Space Training rather than suggest a date at this time. He continued, stating that Ms. Morris could still hold a training on behalf of KSC and use the training as a test pilot for the CCC.

Ms. Morris provided a brief overview of Safe Space Training, stating that it is a training currently offered at KSC focused on increasing awareness through education about issues related to sexuality and gender. Ms. Morris stated the training was not about telling people what to do or limiting free speech. It is more about enhancing skills. Mr. Jarvis stated that he attended the Safe Space Training when he was first hired by KSC and found the training to be very beneficial. Councilor Chadbourne asked if the intent was to incorporate the Safe Space Training as a City effort. Ms. Morris replied in the affirmative, but the focus would be expanded. She continued, explaining that the training is ready to be presented because it is already an organized program.

Co-Chair Masterson asked if KSC would have a room available for the training. Ms. Kayser replied that the idea was to hold the event off campus because it was a community event. She noted the target audience is anyone in the local community. Ms. Kayser reported the Ms. Ricaurte would be marketing the event in the community.

Co-Chair Sapeta asked if there a difference between an off-campus training verses an on-campus training. Ms. Morris replied that she would work with the Safe Space Organization to alter the training in order to aim the training toward people in the community. Ms. Morris presented the CCC with a copy of the manual that was given to each participant that attended the training. Ms. Jessup asked if there were any fees associated with the training. Ms. Kayser replied that the CCC would need to speak with the Mayor and Dr. Huot if there are any fees associated. Ms. Morris noted that the presenters of the training would be volunteering their time.

Ms. Jessup suggested holding the training at the SAU 29 Jonathan Daniels Building.

The CCC agreed to break for a few minutes to review the draft “Building an Inclusive Community”.

The CCC reconvened to discuss the draft and Co-Chair Sapeta suggested a change on page one, first paragraph, “President Huot and Mayor Lane have charged a subcommittee of the College-City Commission....” The Committee agreed that it should be changed to read, “President Huot and Mayor Lane have charged the College-City Commission“.

Co-Chair Sapeta suggested on page four, second paragraph, “Lack of job opportunities that come here and questionable job opportunities” should be worded differently. The Committee agreed to change “questionable job opportunities” to “limited job opportunities”.

Councilor Jones made a motion that the CCC sponsor a series of Safe Space Trainings and authorize the inclusiveness subcommittee and/or Dottie Morris to organize such event with the City and report back to the full commission. Ms. Jessup seconded the motion, which carried unanimously.

Mr. Berry made a motion to amend the previous motion stating that the commission sponsor a series of inclusiveness trainings and authorize the inclusiveness subcommittee and/or Dottie Morris to organize such event with the City and report back to the full commission. Councilor Sapeta seconded the motion, which carried unanimously.

6) 2017 Meeting Calendar

Ms. Kessler stated that since the CCC was now an official commission, the CCC would need to adopt a meeting calendar. She continued that the CCC meetings would be scheduled on the 4th Monday of the month at 4 PM, with the exception of Memorial Day and Christmas. She noted these dates may be subject to change.

Councilor Chadbourne made a motion to adopt the meeting calendar as presented, Co-Chair Sapeta seconded this motion, which carried unanimously.

Ms. Hrynowski made a motion to amend the meeting calendar to reflect the meeting date of May 30th be changed to May 22nd. Councilor Chadbourne seconded the motion, which carried unanimously.

7) Staff Updates

Ms. Kessler stated that the City Clerk’s Office would be contacting the CCC members to be sworn in for the oath of office. She continued, explaining that every person elected or appointed to any City office before entering upon the duties of his or her office shall take and subscribe to an oath. She reported that their terms were staggered amongst 2018, 2019, 2020 and 2021. Ms. Kessler stated that KSC would need to identify their terms and the term limits for its members. She noted that KSC students would have a one year term. Councilor Sapeta asked if KSC would be allowed to vote. Ms. Kessler replied in the affirmative.

8.) Next Meeting

The next meeting will be held on March 27, 2017 at 4:00 PM.

9.) Adjourn

Hearing no further business, Co-Chair Masterson adjourned the meeting at 5:46 PM.

Respectfully submitted by,
Jennifer Clark, Minute Taker

Reviewed and edited by,
Tara Kessler, Planner